Afterschool Grant Administrator Orientation

Department of Workforce Services (DWS)
Office of Child Care (OCC)

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Contact Information

Specific Questions:

Tricia Davis
OCC Program Manager
Email: tadavis@utah.gov
Phone: 801-526-9306

Kamille Sheikh
OCC Program Specialist
Email: ksheikh@utah.gov
Phone: 801-526-9225

Sarah Pickard
DWS Grant Contract Analyst
Email: spickard@utah.gov

General Questions:
occafterschool@utah.gov

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Utah Office of Child Care & Afterschool

Our mission is to facilitate *quality, sustainable afterschool program*s across the state of Utah that are:

- **Safe**
- **Age-Appropriate**
- **Accessible**
- **Affordable**

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Youth Participation in Afterschool Programs

Elementary-Age Programs	Teen Programs

• **18,236 elementary-age youth*** participated in afterschool programs funded by the following DWS OCC grants:
  • ASPIRE Kids Grant
  • Kindergarten Match Partnership Grant
  • CCDF Match Partnership I & II Grants
  • Intergeneration Poverty Enhancement Grant
	• **12,334 teens*** participated in afterschool programs funded by the following DWS OCC grants:
	  • Safe Passages 2012
	  • Safe Passages 2013
	  • High School Youth Support
	  • STEMLink Afterschool

*Source: DWS OCC Afterschool Grants FY15 Annual Report Data

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Competitive Grant Funding Sources

Child Care Development Fund (CCDF)	Temporary Assistance for Needy Families (TANF)
• Increase number and percentage of low-income children in **high-quality** care settings (birth-13) • Improve **availability** of care • **Funding** for the development, establishment, expansion, operation specifically related to child care • **Parental Choice & Involvement** "Empower working parents to make their own decisions regarding the child care that best suits their family's needs." - **Federal CCDF Regulations**	• Reducing the dependency of needy parents by promoting job preparation, **work** and marriage • Prevention Focus "Programs who provide structured, productive activities for youth during out-of-school time prevent high-risk behavior that can lead to out-of-wedlock pregnancies." - **The Finance Project**

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Grant Terms and Conditions

Period of Performance
- **Year 3 of 3 (July 1 – June 30)** - *CCDF Match Partnership I, Kindergarten Match Partnership, Safe Passages 2013 and High School Youth Support Grants*
- **Year 2 of 3 (July 1 – June 30)** - *CCDF Match Partnership II*
- **Year 1 of 3 (August 1 – July 31)** *Afterschool Quality Improvement Grant* (replaces ASPIRE Kids and Safe Passages 2012)
2. **Conflict of Interest**
3. **Records Administration**
6. **Grantee Assignment**
7. **Monitoring**
11. **Grant Termination**
12. **Citing Department in Advertising**
 -All formal advertising or public information programs will be coordinated with **DWS OCC Afterschool Program Manger (Tricia Davis)**
15. **Payment Withholding**

17. **Reduction of Funds**
20. **Equal Opportunity Clause**
 -WIA - race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship/status
24. **Financial/Cost Accounting System**
 -Generally Accepted Accounting Principles (GAAP)
 -Documentation - vouchers, invoices, receipts, etc.
29. **Changes in Budget**
 -Written approval if requesting to move more than 10% of a line item
30. **Related Parties**
32. **Required Insurance**

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Office of Child Care Webpage

http://jobs.utah.gov/occ

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FISCAL & INVOICE PROCEDURES

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Proper Accounting Procedures

- Review budget **mid-year** to make appropriate adjustments in order to make best use of allocated funds
- Maintain **all related receipts & records** for on-site fiscal review or desk audit
- Fiscal review or desk audit will be coordinated with financial or accounting personnel
- Financial documentation must be maintained for **6 years for DWS grants**

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Budget Change Request Process

- Budget changes must receive prior approval from DWS OCC Afterschool Program Manger or Program Specialist
- Budget changes **moving 10%** or more from one line item to another require:
    1) **Budget Change Request Form** to be completed
    2) **Email** to DWS OCC Afterschool Program Manger or Program Specialist **describing purpose of budget change**
- Budget Change Request Form found here: https://jobs.utah.gov/occ/occ2/afterschool/forproviders/grantcontractforms.html

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Allowable Costs & Expenses

- Materials (single-item electronic purchases not approved in original grant proposal over $100 require DWS pre-approval)
- Training
- Travel (out-of-state travel requires pre-approval)
- Personnel
- Administrative Costs
- Consultant Fees

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Unallowable Costs & Expenses

- Capital expenses (single item purchase of over $5,000)
- Stipends or payment for participation
- Space costs
- Purchase of motor vehicles
- Used equipment and supplies
- Supplanting
- School day activities, credit recovery, curriculum development or any other school required activities

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Supplanting Explanation

Contract funds must be used as an **addition** to **existing** funds for the program and **not replace funds which have been appropriated, designated or come from parent fees for current program operation**. Funds appropriated for the Child Care and Development Block Grant (CCDBG or Discretionary Funds) must be used to **supplement**, **not supplant**.

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Invoice Process

Required Invoice Documentation
1. Invoice Form
2. Salary Tracking Form - must include summary of salary and fringe benefit expenses for all staff:
   - -Name of Staff
   - -Hourly Rate
   - -Number of Hours Worked
   - -Salary Total
   - -Fringe Benefits Total

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Invoice Process Continued

- Review contract for **VENDOR NUMBER & CONTRACT/GRANT NUMBER**
- Submit Invoice & Salary Tracking Forms electronically via email to **occafterschool@utah.gov**
- Include the **name of your DWS-OCC grant and organization/site** in the subject line of the email: **GrantType_Organization_ ProgramSite**
- Name invoice email attachment as follows: **Organization_ProgramSite _Invoice1**

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GRANT AGREEMENT
CCDF MATCH PARTNERSHIPS (FY2015)

151040

This Grant Agreement is entered into by and between the **Utah Department of Workforce Services**, 140 East 300 South, Salt Lake City, UT 84111, hereinafter referred to as the **Grantor or Department**, and the _____, hereinafter referred to as the **Grantee or Contractor**.

Vendor Number: 7821PCF   Commodity Code: 99999

Contractor Type: **Government**

Funding Source: This grant is funded by the Federal Grant entitled, "Child Care Development Fund Discretionary" (CCDF) CFDA # 93.575.

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GRANT #

GRANT AGREEMENT
Afterschool Quality Improvement Grant

This Grant Agreement is entered into by and between the **Utah Department of Workforce Services**, 140 East 300 South, Salt Lake City, UT 84111, hereinafter referred to as the **Department or DWS** and the _____ hereinafter referred to as the **Grantee**.

Vendor Number: Commodity Code: 99999 DUNS Number: 826514474

Contractor Type: Subrecipient/Contractor: Contractor

Site Name:

Grantee Program Name: Afterschool Quality Improvement Grant

Funding Source: Child Care and Development Fund (CCDF)CFDA# 93.575

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SCOPE OF WORK
PROGRAM REQUIREMENTS

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Scope of Work

- Prevention & Education Components
- Parent or Guardian Involvement
- Background Checks - S.B. 12 Annual Background Check (Department of Health)
- Computer Use
- Training
  - All **staff working 10 hours and over a week**, must receive a minimum of **20 hours of professional development**
- Technical Assistance
- Program Quality
- Quality Tool Self-Assessment
- Registration with Utah Afterschool Network website (Grant Administrator & Site Coordinator): **http://www.utahafterschool.org/**
- Program registration with local **Care About Childcare (CAC)** agency (if serving youth K-8th grade)
- Reporting

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Care About Childcare Agency Contact Information

CAC @ Utah State University
Box Elder, Cache, Rich
Community Line: 435-797-1552
Toll Free: 800-670-1552
Email: childcare.help@usu.edu

CAC @ Weber State University
Davis, Morgan, Weber
Local Line: 801-626-7837
Toll Free: 888-970-0101
Email: bmontgomery@weber.edu

CAC @ Children's Service Society
Salt Lake, Tooele
Resource & Data Coordinator: 801-326-4374
CAC Main Line Toll Free: 866-438-4847
Email: sarah@cssutah.org

CAC @ Utah Valley University
Juab, Summit, Utah, Wasatch
Main Line: 801-863-8589
Toll Free: 800-952-8220
Email: childcare@uvu.edu

CAC @ Utah State University Eastern
Carbon, Daggett, Duchesne, Emery, Grand, San Juan, Uintah
Local: 435-613-5619
Toll Free: 888-637-4786
Email: cac.eastern@usu.edu

CAC @ Five County Association of Governments
Beaver, Garfield, Iron, Kane, Millard, Piute, Sanpete, Sevier, Washington, Wayne
Training Information: 800-543-7527
Child Care Referrals: 800-543-7527
Email: carrie@childcarehelp.org

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DWS OCC Scope of Work - Program Requirements

AQI	CCDF MP I & II	Kindergarten Match	Safe Passages 2013	High School Youth Support
10 hours per week of regular programming	*10 hours per week of regular programming*	*10 hours per week of regular programming*	*10 hours per week of regular programming*	*10 hours per week of regular programming*
32 weeks per year of program operation	*32 weeks per year of program operation*	*32 weeks per year of program operation*	*32 weeks per year of program operation*	*30 weeks per year of program operation*
Minimum youth attending on daily basis (ADA) based on grant proposal	*Minimum of 15 youth attending daily (ADA)*	*Minimum of 15 youth attending daily (ADA)*	*Minimum of 15 youth attending daily (ADA)*	*Minimum of 20 youth attending daily (ADA)*
Academic and Enrichment Balance	*Academic and Enrichment Balance*	*Academic and Enrichment Balance*	*Academic and Enrichment Balance*	*Minimum of 30% Academic Assistance, no more 70%*
Sliding Fee Scale	*Sliding Fee Scale*	*Sliding Fee Scale*	*Sliding Fee Scale*	*Sliding Fee Scale*

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Prevention & Education Components

AQI	CCDF MP	K-Match	S.P. 2013	HS Youth Support
Must utilize 2 Prevention & Education Components	*Must utilize 3 Prevention & Education Components*	*Must utilize 3 Prevention & Education Components*	*Must utilize 3 Prevention & Education Components*	*Must utilize 2 Prevention & Education Components*

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Reporting Requirements

Mid-Year Report
Due: Friday, December 18th

Plan for Improvement
Due: Friday, October 30th
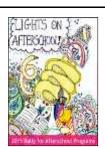
Quality Tool
Due: Friday, March 4th

Annual Report
Due: Friday, May 27th
*** Additional reports required for CCDF MP I, Kindergarten MP, Safe Passages 2013 and High School Youth Support Grants***

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Join 1 million Americans and 7,500+ communities nationwide in celebrating the afterschool programs that keep our kids safe, inspire them to learn, and help working families.

National Day: October 22nd
Register your program event **before the National Day** with the *National Afterschool Alliance*
http://www.afterschoolalliance.org/loa.cfm

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